



Centralized Accounting and Payroll/Personnel System

CAPPS

Notice Of Change (NOC) Process

—Training Document—

CAPPS NOC Process

Current State:

- TINS system collects the Notice of Change (NOC) Information via the state's treasury system and generates the report DEP87340 after the NOC is applied to the Employee Direct Deposit data in the TINS system. Report DEP87340 is available for the Agency Payroll Admin to review.
- The agency's payroll admin:
 - Reviews the report and collects the NOC information for their agency's employees.
 - Makes the corresponding banking instructions change on the CAPPS Employee Direct Deposit page.

CAPPS NOC Process ...(continued)

Future State:

- TINS system would continue to:
 - Collect the Bank NOC and Returns Information from the state's treasury.
 - Generate Report DEP87340, which would continue to be available for the agencies' admins to review.
- Instead of the agency making the banking instructions change on the CAPPS Employee Direct Deposit page, the new CAPPS NOC process automatically reads the NOC information (from the BANK Returns File received via the state's treasury mainframes system) on daily basis and preforms the steps listed on the next page.

CAPPS NOC Process ...(continued)

Future State...(continued):

- The CAPPS NOC process will perform the following in the CAPPS System:
 - Automatically makes the corresponding banking instructions change on the CAPPS Employees Direct Deposit page.
 - Inactivates the employee Direct Deposit based on the corresponding BANK REASON CODE.
 - If an employee's DD information is purged in TINS, the NOC process will inactivate the employee's Direct Deposit information in CAPPS.
 - After making a successful transaction on the Employee direct deposit page, the NOC process sends an email to the agency's payroll processing person.

CAPPS NOC Process – Email Notification

Example of the NOC email notification

To: Agency Payroll Processor

Subject: CAPPS NOC Process: Notification of Employee Direct Deposit Changes

Content:

This is to notify you about the direct deposit changes for your agency's employee who received a NOC (Notice of Changes) from the Bank Returns File. CAPPS NOC Process has processed the NOC file and automatically updated the direct deposit (DD) information in CAPPS for the corresponding employee that has changes. Please run the "Direct Deposit Audit Report" in CAPPS to get more detail about each direct deposit change.

Direct Deposit Audit Report

The CAPPS Direct Deposit Audit Report will replace the TINS Report and lists the direct deposit changes for your agency's employee(s) with the following run control input capability:

- Input Parameters:
 - **Agency**
 - **Updated by a drop-down menu**, for example:
 - NOC
 - Employee Self Service
 - Online User
 - System
 - Blank
 - **Begin date and End Date**

Direct Deposit Audit Report – Run Page Navigation

From the Root menu, select the following (in this order):

1. Payroll for North America
2. Payroll Processing USA
3. Pay Period Reports
4. Direct Deposit Audit Report

The screenshot shows a web application interface for running a Direct Deposit Audit Report. The top navigation bar is red and labeled "Payroll Processing". Below it, a green button labeled "Direct Deposit Audit Rpt" is visible. The main content area has a white background. On the left, the "Run Control ID" is set to "demo_NOC_Audit". To the right of this are links for "Report Manager" and "Process Monitor", and a "Run" button. Below this is a section titled "Process Request Parameter(s)" which contains a form with the following fields: "*Company" with a search icon, "*Begin Date" with a date picker set to "09/01/2021", "Updated by (blank for all)" with a dropdown menu showing "NOC Process", and "*End Date" with a date picker set to "09/17/2021". At the bottom of the form are buttons for "Save", "Notify", "Add", and "Update/Display".

Payroll Processing

Direct Deposit Audit Rpt

Run Control ID: demo_NOC_Audit

Report Manager Process Monitor Run

Process Request Parameter(s)

*Company *Begin Date 09/01/2021


Updated by (blank for all) NOC Process *End Date 09/17/2021

Save Notify Add Update/Display

Direct Deposit Audit Report – Sample Output

When the *Direct Deposit Audit Report* runs, the system generates a PDF of the report.

The PDF report is a replacement of the DEP87340 TINS report, and it will list the direct deposit changes with columns (EMPLID, Name, Previous Info, New Info, Status, Effective Date, Updated By, NOC Reason).



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Direct Deposit Audit Report

Page: 1 of 1
Run Date: 9/10/2021
Run Time: 14:14:56
Report ID: TX_DIR_DEP

Company: [REDACTED]

Empl ID	Empl Name	Previous Info TRANSIT NO ACCT NO ACCT TYPE	New Info TRANSIT NO ACCT NO ACCT TYPE	Status	Eff Date	Updated by	NOC RSN Code Description
7000	[REDACTED]	[REDACTED]	08 40 Ch	Active	09/08/2021	NOC Process	C02 INCORRECT TRANSIT/ROUTING NUMBER
7000	[REDACTED]	[REDACTED]	31 20 Sa	Active	09/08/2021	NOC Process	C05 INCORRECT TRANSACTION CODE
7003	[REDACTED]	[REDACTED]	31 20 Ch	Active	09/08/2021	NOC Process	C02 INCORRECT TRANSIT/ROUTING NUMBER
7004	[REDACTED]	[REDACTED]	08 12 Ch	Active	09/08/2021	NOC Process	C02 INCORRECT TRANSIT/ROUTING NUMBER
7006	[REDACTED]	[REDACTED]	31 18	Inactive	09/08/2021	NOC Process	R04 INVALID ACCOUNT NUMBER

Thank You!

CAPPS HR/Payroll Support Team

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